

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING TUESDAY, May 13, 2014

PRESENT: Len Giambra, Michelle Guertin, Wendy Ortega, MaryAnn Casciano, Susan Buck, Pat Aldrich, Sharon Sanders

GUESTS: None

CALL TO ORDER by Len at 6:48 PM

ADDITIONS TO AGENDA: Librarian transition

PUBLIC COMMENTS: None

GENERAL PROCEEDINGS

- **Minutes of meeting of 2/11/14** were reviewed and approved as amended. M/C 4-0. The motion was made by MaryAnn and seconded by Michelle. Len and Sharon abstained.
- **Financial report** dated 5/13/2014 was discussed by Michelle and approved by the board. M/C 5/0. The motion was made by MaryAnn and seconded by Sue. Len abstained. Kevin Lyden has asked that the town be notified prior to the library requesting funds from a town-held account for the Community Foundation of Southeastern Connecticut grant. A motion was made that in future either the library board or new librarian generate a town purchase order to request funds from the CFSC account. MC 5/0. MaryAnn made the motion and Sue seconded. Len abstained.
- **Correspondence** Len received correspondence from applicants responding to job advertisements for a head librarian in Salem. (See OLD BUSINESS, Head Librarian Transition.)
- **Librarian's Report** was provided by Pat who indicated operations were running smoothly in the transition period between head librarians. Two temporary library workers have been added, circulation statistics are down slightly and the summer reading program is planned. New cleaning staff now shared from the school is very satisfactory. Pat said Don Bordeau recommended July 3 for a thorough cleaning and maintenance of the library. (See NEW BUSINESS, Library Cleaning.)
- The **Friends of the Library** report was given by MaryAnn. The Friends of the Library will hold its annual meeting on 5/21 at 7 PM in the large program room at the library. The Friends' spring Used Book and Plant Sale will be held 5/15-17. A date has not yet been set for the postponed Library Staff Appreciation Brunch.

OLD BUSINESS

- **The 2014-2015 Budget** was unchanged as of the town public hearing on 4/9.
- **Librarian Transition**
 - Len summarized the process used and status of the search for a new head librarian. See below. Michelle questioned whether a library staff member can sit in (but not rate) during the interviews. Len will discuss the question with Alan Benkert. (See subcommittee, below.)
 - Len placed an advertisement for head librarian at 3 job posting locations: CT Library Consortium, Library Association of RI and Simmons College. Fifteen applicants submitted resumes. Len will provide Sharon a copy of the ad.
 - A subcommittee was formed by Len composed of individuals who know about libraries/ Salem Library: Len is chairman. Members are Carl Nawrocki (candidate for president, Friends of the Library), Alan Benkert (former head librarian, Bill Memorial Library, Groton), Lew Buckley (town selectman) and Sharon. The subcommittee met 4/29 and 5/6 and 4/29 approved minutes distributed to the library board.
 - Criteria for evaluation of resumes were selected based on the approved job description for head librarian. Each subcommittee member independently rated resumes using a 3-point scale and an overall total sum. There were 2 natural breaks in top scores for applicants, so the top 5 were chosen for interview and sent a town application. Four people returned the completed form, and 1 did not, notifying Len of her decision to withdraw from consideration. Len said the library board could review applications, if desired, with a reminder to treat the information as confidential.
 - As of this date Len is in the process of confirming interviews, hopefully 3 the week of 5/27. The interview (up to 1-1/4 hours) will be based on 14 pre-determined questions. During the interview one subcommittee member will ask questions, and remaining members will independently rate the answers using a 1-5 written scale and total score. The top applicant will be recommended to the library board. If approved by the board, the applicant will be sent on to Kevin. The town will check any additional background areas.
- **The Library Survey** Len will insure that the survey questionnaire and summary statistics are placed on the town web site.
- **People Counter** (At the last meeting Kevin said the town would provide \$500 towards purchase of a counter.) Len updated that the Lions also agreed to cover up to \$500. Len will ask Kevin in what budget year the counter can be purchased—2013-14 or 2014-15. Pat volunteered to send Len information about counters—she did the original search for equipment.

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NEW BUSINESS Cleaning of library 7/3. A motion was made to close the library on 7/3 (unless Kevin has reason to overrule this date) for purposes of thorough cleaning and maintenance. M/C 5-0. The motion was made by MaryAnn and seconded by Wendy. Len abstained. If this date for cleaning prevails, then the library will be closed 7/3-5/2014.

OPEN DISCUSSION

- The Finance Committee asked for a report comparing costs for Bibliomation compared to other like service providers. This is a task for the new librarian. Wendy noted Jackie gave a report to the board at the 3/11 board meeting.
- Sarah Barning from Uconn served as an intern at the library. Pat noted that her internship was satisfactory.
- MaryAnn requested an executive session to talk about library policy and communication. The session is planned for 6/10, 6:00 PM. If necessary the meeting can continue after adjournment of the board meeting.

MOTION TO ADJOURN was made at 8:16 PM by MaryAnn and seconded by Wendy. M/C 5-0. Len abstained.

Respectfully submitted,
Sharon Sanders, Recording Secretary

EXECUTIVE SESSION: TUESDAY, JUNE 10 (6:00 PM)

NEXT BOARD MEETING: TUESDAY, JUNE 10, 2014 (6:45 PM)